

## District Court

Steps for Receipting/Distributing personal copy fee reimbursement, personal telephone reimbursement, or *for example* a Registration Fee for CLE Training for Costs for Class, etc.:

From the Cashier Menu check the miscellaneous selection:

The screenshot shows a software window titled "Payments" with a menu bar containing "Filings", "Links", "History", "Toolbox", "Warnings", "Journal", "Cash Count!", and "Print Index!". The window has a header bar with "Payments", "heatherm", and "2004004". Below the header, there are input fields for "Case Number", "Citation", "Last Name", "First Name", "Payor", and "LEA", along with a "Find" button. The "Payment Options" section includes a table with columns "Balance Due" and "Recurring Payment". The "Miscellaneous" option is checked. Other options include "Trust", "Civil Fee", "Fine/Forfeiture", "Time Pay", "Cash Bond", "Bonds Open", "Cash Bail", "Bail Open", "Trust without a Case", and "Mail Payment". The "Amount to be Paid" field is also present. The "Tender Options" section includes "Cash", "Check", "Credit", and "Credit Card", each with a dollar amount field. There are also checkboxes for "Add Note", "Send Receipt to Printer", and "View Receipt", along with fields for "Number", "Type", "Authorization", and "Expiration Date". At the bottom, there are buttons for "Clear", "Undo", "Payor", "Non Cash Bond", "Dispose Bail/Bond", "A/R", "Enter", and "Exit". A checkbox labeled "Clear Case After Transaction" is checked.

Payment Options	
	Balance Due
<input type="checkbox"/> Trust	\$
<input type="checkbox"/> Civil Fee	\$
<input type="checkbox"/> Fine/Forfeiture	\$
<input checked="" type="checkbox"/> Miscellaneous	\$
<input type="checkbox"/> Time Pay	\$

Recurring Payment	
<input type="checkbox"/> Cash Bond	Bonds Open \$
<input type="checkbox"/> Cash Bail	Bail Open \$
<input type="checkbox"/> Trust without a Case	
<input type="checkbox"/> Mail Payment	
Amount to be Paid \$	

Tender Options	
Cash	\$
Check	\$
Credit	\$
Credit Card	\$

☐ Add Note    ☐ Send Receipt to Printer    ☐ View Receipt

Number    Type

Number    Type

Authorization    Expiration Date

☒ Clear Case After Transaction

Enter the dollar amount in the Other box and select the appropriate refund of expenditure description e.g. telephone charges, copy fee, etc. Select Enter:

Payments heatherm 2004004

File Edit View Window Help Case Court Docketed

**Other Miscellaneous Fees**

Case

Name

Photo Copy  @ 0.25

Certified Copy  @ 0.50 Number of Certifications  @ 4.00

Exemplified Copy  @ 0.50 Number of Exemplifications  @ 6.00

Audiotape/CD Copy  @ 10.00 Number of Notarizations  @ 5.00

Videotape  @ 15.00 Postage: Audio/Video/Floppy  @ 3.00

Floppy Disk Copy  @ 10.00

Contempt \$

Court Costs \$

Juror \$

Witness \$

Other \$  Specify **COPY FEE**

Special Search by  for  minutes @  0.00 per hour

☐ Expungement Fee \$  65.00 Amount Due \$  15.00

☒ CI

The amount is entered next to the Miscellaneous selection. Enter the amount and type of payment in the Tender Options section and select Enter:

The screenshot shows a software window titled 'Payments' with a blue header bar containing the text 'Payments', 'heatherm', and '2004004'. Below the header is a menu bar with 'Filings', 'Links', 'History', 'Toolbox', 'Warnings', 'Journal', 'Cash Count!', and 'Print Index!'. The main area is divided into several sections:

- Case Information:** Includes fields for 'Case Number', 'Citation', 'Last Name', 'First Name', 'Payor', and 'LEA'. A 'Find' button is next to the 'Citation' field.
- Payment Options:** A table-like section with two columns: 'Balance Due' and 'Recurring Payment'.

	Balance Due	Recurring Payment
<input type="checkbox"/> Trust	\$ [ ]	[ ]
<input type="checkbox"/> Civil Fee	\$ [ ]	[ ]
<input type="checkbox"/> Fine/Forfeiture	\$ [ ]	[ ]
<input checked="" type="checkbox"/> Miscellaneous	\$ 15.00	[ ]
<input type="checkbox"/> Time Pay	\$ [ ]	[ ]

To the right of this table are checkboxes for 'Cash Bond', 'Cash Bail', 'Trust without a Case', and 'Mail Payment'. Further right are 'Bonds Open \$ [ ]' and 'Bail Open \$ [ ]'. At the bottom right of this section is 'Amount to be Paid \$ 15.00'.
- Tender Options:** Includes fields for 'Cash', 'Check', 'Credit', and 'Credit Card', each with a dollar sign and a value field. The 'Cash' field contains '15.00'. To the right are checkboxes for 'Add Note', 'Send Receipt to Printer', and 'View Receipt'. Below these are fields for 'Number' and 'Type' for both 'Check' and 'Credit Card'. At the bottom are 'Authorization' and 'Expiration Date' fields.
- Buttons:** A row of buttons at the bottom: 'Clear', 'Undo', 'Payor', 'Non Cash Bond', 'Dispose Bail/Bond', 'A/R', 'Enter' (highlighted with a dashed border), and 'Exit'. A lock icon is to the right of the 'Exit' button.
- Footer:** A checkbox labeled 'Clear Case After Transaction' is at the bottom left.

Enter the employee's or payer's last name, first name, and note field detailing the purpose of the reimbursement and the distribution:

Payments heatherm 2004004

Filings Links History Toolbox Warnings Journal Cash Count! Print/Index

Case Number [ ] [ ] Citation [ ] Find

Last Name [ ]

Payor [ ]

Payment Options

☐ Trust \$ [ ]

☐ Civil Fee \$ [ ]

☐ Fine/Forfeiture \$ [ ]

☒ Miscellaneous \$ [ ]

☐ Time Pay \$ [ ]

Tender Options

Cash \$ 15.00

Check \$ [ ] Number [ ] Type [ ]

Credit \$ [ ]

Credit Card \$ [ ] Number [ ] Type [ ]

Authorization [ ] Expiration Date [ ]

View Receipt

Clear Undo Payor Non Cash Bond Dispose Bail/Bond A/R Enter Exit

☒ Clear Case After Transaction

**Miscellaneous Payment Payor**

Last Name LAWYER

First Name DONALD DUCK

Note Fee for attending Legislative Update Training: to cover copies and meals

Enter Exit

The payment should be deposited with all revenue for the journal. Provide a copy of the receipt to the Accounting Clerk to attach to the Revenue Distribution Report, along with a memo to AOC Finance Department with directions on how the funds should be distributed (org and object code). Example of Revenue Distribution Report:

**Display - Revenue Distribution Summary Report (revdist.0805)**

File Search

ALBERT - Salt Lake Test

Date 04/13/2004 Revenue Distribution Summary

Time 07:42 am Journal 2004004

Journal Date: 04/13/2004

REVENUE APPLIED TO: \_\_\_\_\_

Org # for Week Ending

Account Number	Description	Revenue Code	Amount	Quantity
0627	Court Costs	CC	20.00	4
0133	Certified/Exemp copy	CE	175.00	8
6186	Copy Fee	CF	3,933.00	12
2018	Capital Proj. Traff	CM	14.78	7
4012	Fine-Misdemeanors	FN	974.78	8
2607	Interest - Post Jdmt	IR	63.12	2
7017	Jury/Witness Reim	JF	20.00	4
0627	Miscellaneous Rev	MC	15.00	1
6132	Phone Reimbursement	PH	20.00	1
1817	Returned Check Fee	RC	100.00	1
1017	Reporter Fees	RF	550.00	3
4107	Surcharge 85%	SB	2,096.08	3

Start [Icons] 7:54 AM